



---

## *System Training and Response (STaR) Team – SAIS Workshop*

---

### *SAIS Requirements Related to Special Education Programs*

#### **Repeat presentation**

The content of this workshop is identical to that which was presented during the SPED portions of the STaR Team workshop entitled “SAIS Requirements Related to Special Education and English Language Learner Programs” held throughout the state in October and early November. This presentation is being repeated for the benefit of Local Educational Agency (LEA) personnel who submit and/or verify SAIS data for SPED students and who were unable to attend a previous session.

#### **Workshop description**

This presentation is intended to provide a comprehensive overview of the procedures necessary to report information to SAIS for students who participate in Special Education programs. The presentation will likely be of greatest benefit to personnel from LEAs who are new to the processes related to managing SAIS data for students who participate in SPED programs. Though welcome to attend, those with previous experience in these areas may only be interested in changes put in place for the current year and may find the presentation to be of lesser value.

Detailed information regarding changes to SAIS requirements for Fiscal Year 2008 is available as part of the SAIS Information Series at <http://www.ade.az.gov/schoolfinance/star/>

#### **Target audience**

New users who have responsibilities related to collecting, submitting and verifying SAIS data applicable to students who participate in SPED programs. (Should be considered optional for experienced users)

#### **Topics**

- Details (including related business rules) regarding the SAIS transactions applicable to students who participate in SEPDP programs (SPED Service Participation, Early Childhood Preschool Assessment)
- Brief overview of the SAIS submission process
- Step-by-step instructions on the process of accessing and using the ADE generated Student Detail reports to verify the data relating to SPED programs that reside in SAIS
- Understanding ADE timelines related to calculating funding for SPED program participants
- Use of SAIS Online to report information for Special Education students who attend private schools or participate in Head Start.

#### **Information for workshop participants**

- Pre-registration through use of the ADE “Calendar of Events” located at <http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp> is required.
- Workshop dates and locations are found on page 2.
- Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking and locating the classroom.
- Parking passes will be sent by email to those attending sessions at the ADE Student Services Building.
- The STaR Team has developed a set of materials to support this presentation and will make them available for use by participants during the workshop. Participants will also receive instructions on where to download appropriate materials for reference after the workshop.

# SAIS Requirements for SPED

## Northern Region Workshop Locations

Tuesday, March 4, 2008	Noon – 2:30 p.m.	Chinle District Lab, Mesa View Elementary, Room C210, State Hwy 191, Chinle AZ
Tuesday, March 11, 2008	9:00 – 11:30 a.m.	Flagstaff USD Boardroom, 3285 E. Sparrow Ave., Flagstaff, AZ

## Central Region Workshop Location

Friday, March 7, 2008	9:00 – 11:30 a.m.	ADE Student Services Building, Rooms 100/101, 2005 N. Central Ave., Phoenix, AZ
-----------------------	-------------------	---

## Southern Region Workshop Locations

Wed., March 5, 2008	9:00 – 11:30 a.m.	Sunnyside USD Boardroom, 2238 E. Ginter Road, Tucson, AZ
---------------------	-------------------	--

***For driving/parking directions, please click on:***

Get Directions to STaR Team Workshop Locations at <http://www.ade.az.gov/schoolfinance/star>